

VISTA Intermediary Sponsor and Sub-site Supervisor Major Tasks At-A-Glance

This document lists background knowledge that you and your sub-site supervisor(s) need to know, along with the key tasks to be completed by you or your sub-site supervisor(s). Use this resource as a tool to work in partnership with your sub-site supervisor(s) to lay a foundation for project success.

Easily build background knowledge by exploring the resources (additional resources can be found at: <http://vistacampus.gov>). Use the “sponsor” and “sub-site supervisor” columns to assign each person’s tasks. Tasks in the first few sections have been pre-assigned, as indicated by check marks, because of their importance to both the sponsor and sub-site supervisor. You may want a separate document for each sub-site.

TASKS	SPONSOR	SUB-SITE SUPERVISOR	RESOURCES	NOTES
What you need <i>to know</i> to be successful				
Background Information				
Learn about the history & mission of VISTA	✓	✓	AmeriCorps VISTA History & Legacy (Video) VISTA 101 (Flash Course)	
Become familiar with the National Service structure and identify your place within the National Service structure	✓	✓	Service Connections (PDF)	
Articulate and apply capacity building concepts for your organization, community and site	✓	✓	What Is Capacity Building for Supervisors (Flash Course) Capacity Building Game (PDF)	
Follow your Memoranda of Understanding (MOU)	✓	✓	Memorandum of Understanding (MOU) Sample (Doc)	Sponsor drafts MOU
Know the elements of your overall Project Plan including targeted goals and performance measures for your site	✓	✓	VISTA Performance Measures (HTML)	Sponsors to share plan with sub-site supervisors

TASKS	SPONSOR	SUB-SITE SUPERVISOR	RESOURCES	NOTES
Rules, Regulations, & Reports				
Apply member and supervisor rules and regulations	✓	✓	Terms, Conditions, & Benefits for Members (Flash Course) VISTA Member Handbook (HTML) AmeriCorps VISTA Supervisor Manual (HTML)	
Follow project reporting requirements	✓	✓	Managing Your VISTA Project (Required: Pre-Supervisors Orientation Webinar)(Video) Involve VISTAs in Reporting (PDF)	Sub-sites are responsible for collecting and sharing data with sponsors.
Sponsor—Sub-site Communications				
Agree upon frequency and preferred methods of communication (email, phone, face-to-face meetings, site visits, etc.)				
Set sub-site supervisor orientation plan and schedule			Training Sub-site Supervisors Syllabus (PDF) VISTA Program Overview Customizable PowerPoint Presentation (PPTX)	

What you need <i>to do</i> to be successful				
Recruitment & Selection				
Orient yourself to the format and purpose of the VISTA Assignment Description (VAD)			Creating Effective VADs (Flash Course)	
Participate in the member recruitment and selection process (see details in the following cells below)	✓		Stages of the AmeriCorps VISTA Recruitment Process (PDF) Creating a Recruitment Plan (Doc) Recruitment Team Training and Process Enhancement (PDF)	Some sponsors recruit members for sub-sites Work with your sponsor to determine your role
Plan recruitment	✓		VISTA Campus for Supervisors— Recruiting Planning Resources (HTML) VISTA Recruitment Checklist (Doc)	
Conduct outreach and marketing			VISTA Campus for Supervisors— Recruiting Marketing Resources (HTML)	
Screen applicants			VISTA Campus for Supervisors— Recruiting Screening Resources (HTML)	
Interview finalists			VISTA Campus for Supervisors— Recruiting Interviewing Resources (HTML)	
Select candidates			Selecting VISTA Members (Doc)	

Coaching & Support				
Familiarize yourself with each member's VAD and resume once they are selected				
Prepare for VISTAs arrival (housing, work space, welcoming to the community, introducing to VISTA leaders)			VISTA Campus for Supervisors— Orienting your VISTA (HTML)	
Conduct formal On-site Orientation & Training (OSOT) for your site and your community			OSOT Checklist (PDF)	Work with your sponsor to outline a training plan and schedule
Conduct weekly check-in meetings with your VISTA(s)			Coaching and Supervision Checklist (Doc)	Research has shown frequent one-on-one, in-person meetings with VISTAs to be most effective
Support your members			Successful Member Coaching and Supervision for Sub-site Supervisors (PPTX) VISTA Member Support Unit (HTML)	Contact your State Office
Check progress towards goals in VAD				
Support your VISTA (housing, food/gifts, clothing/promotional items)			Help Members Make Ends Meet (HTML) Living on the Living Allowance (Flash Course) National Service Stress Survival Guide (PDF)	
Manage issues and conflicts that may arise			Supervisor Coaching Scenario (Flash Course)	

Coaching and Support Cont.				
Encourage member participation in ongoing training opportunities and self-directed study via the VISTA Campus			VISTA Campus (HTML) The VISTA Blend: Online Courses for College Credit	
Help VISTAs and leaders transition out of service			VISTA Campus for Supervisors— Transitioning (HTML)	
Know who to contact when needs arise			Supervisors Orientation Workbook (PDF) <ul style="list-style-type: none"> Managing Your VISTA Project—Contacts and Resources 	
Reporting & Evaluation				
Confirm currently serving members via the Sponsor Verification Form (bi-weekly) in eGrants			Completing Sponsor Verification Online (PDF) Sponsor Verification Dates (PDF)	Report changes in status to your CNCS State Office immediately
Evaluate your VISTAs' performance twice per year			VISTA Member Performance Review Template (Doc)	
Involve VISTAs in data collection and project reporting and share outcome data with VISTAs			Working with Sub-sites—Involve VISTAs in Reporting (HTML)	
Recognize Funder				
Recognize members as AmeriCorps VISTA members and AmeriCorps as the funder/supporter of your project on materials, in the media, in letters, and at meetings			Corporation for National & Community Service Logos (HTML) VISTA Serving Here Poster (Link)	